



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

31 MAY 2000

MEMORANDUM FOR ALMAJCOM/CE/LG 1WG/CC

SUBJECT: Air Force Affirmative Procurement Program

Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling and Federal Acquisition* requires federal agencies to purchase environmentally preferable products where possible. This program, known as Affirmative Procurement, applies to all products purchased by CONUS installations and to products purchased in the United States for shipment overseas. The US Environmental Protection Agency (EPA) lists the applicable products in the Comprehensive Procurement Guidelines (CPG) at their web site, www.epa.gov. The products listed under the EPA's CPG must meet the requirements of the Recycled Materials Advisory Notices (RMAN) for a percentage of recycled content to be considered an environmentally preferable product.

To support the Air Force Affirmative Procurement Program, a team approach is required. Air Force Instruction (AFI) 32-7080, *Compliance Assurance and Pollution Prevention*, (in coordination) places responsibility for the Affirmative Procurement Program on the Environmental Protection Committee (EPC)/Environment, Safety and Occupational Health Committee (ESOHC) at all levels in the Air Force. The EPC/ESOHC at each MAJCOM and installation needs to determine the best team makeup to develop and implement a viable Affirmative Procurement Program.

Affirmative Procurement Programs are **legally required** by the Resource Conservation and Recovery Act (RCRA - 42 U.S.C.A. §6962) to include four elements: (1) a **preference program**, which includes policy, planning, and revisions to purchasing specifications; (2) a **promotion program**, which furthers affirmative procurement through awareness, education, and public relations; (3) a method of obtaining and verifying **vendor certifications** that products meet the specified recycled-content requirements, by inserting appropriate Federal Acquisition Regulation (FAR) clauses into each contract; and (4) **annual monitoring and review**, to evaluate the program's effectiveness and its currency with EPA's changing requirements. For details on these affirmative procurement requirements and suggested implementation strategies, please consult the Air Force's *Guide to Green Purchasing* at www.afcee.brooks.af.mil/eq/ap/ap.htm.

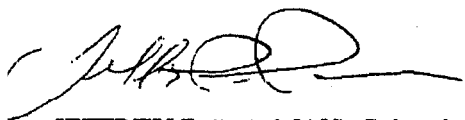
The EPC/ESOHC team should begin by developing an affirmative procurement plan, which should describe the team's strategy for executing the program. A specific format is not prescribed, but example plans are available at www.afcee.brooks.af.mil/eq/ap/SamplePlans/sample.htm. The affirmative procurement plan must address each of the four required program elements outlined above and state how they will be accomplished. The team should use the plan to manage the program as well as communicate program requirements to organizations that purchase CPG items. Installations without a program in place are at risk of receiving a Notice of Violation.

The two key organizations responsible for implementing and monitoring the Affirmative Procurement Program are Civil Engineering and Contracting. The Civil Engineering Environmental office is required to provide education and training, in conjunction with Contracting, to all installation personnel on what affirmative procurement is and where to find the CPG and RMAN information. Training for personnel preparing solicitation packages must explain the affirmative procurement submittals required and address the need to update all purchase specifications to include affirmative procurement requirements. The Engineering Technical Letter 00-1, *EPA Guideline Items in Construction and Other Civil Engineering Specifications*, requires affirmative procurement be included in all Air Force Civil Engineering specifications for construction and service contracts that call for the purchase of CPG listed items.

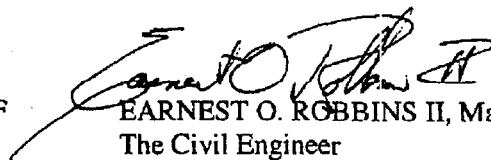
Contracting officers must ensure the proper FAR clauses are inserted in contracts that specify CPG items in order to meet legal requirements for vendor certification. AFI 32-7080 indicates contracting offices are responsible for tracking and reporting the number of contracts containing the affirmative procurement FAR clauses. The actual data (certification on products to ensure they meet CPG requirements) collected from vendors is not reported to higher headquarters, but is used locally to verify that affirmative procurement requirements are being met.

Teamwork is the key to making this program successful across the Air Force. Although AFI 32-7080 is a Civil Engineering AFI, all installation activities are required to use CPG items when possible or justify using non-CPG items. Contracting officers are required to comply with the contents of the Affirmative Procurement Program and EO 13101. To ensure a successful Air Force Affirmative Procurement Program we must work together as a team.

If you or your staff have any questions, please contact our POCs, Major Dave Martinson, HQ USAF/ILEVQ, DSN 327-0194, e-mail: david.martinson@pentagon.af.mil or Major Ed LaBenne, SAF/AQCO, DSN 425-7032, e-mail: edgar.labenne@pentagon.af.mil.



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